



A Foundation For Learning. For Life. Forever.

Parent Handbook

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PROGRAM OVERVIEW

Welcome

Welcome to Beautiful Savior Lutheran Early Learning Center (BSLELC). What a precious gift you have been given in your child. During the first 5 years of life children grow and learn at an amazing rate. They are learning to build relationships, move their bodies, trust, share, use manners, be creative, be problem solvers, and much more. The best way to serve children is to partner with you in providing a loving atmosphere that will challenge, stimulate, and encourage your child.

The *Beautiful Savior Lutheran Early Learning Center Parent Handbook* is designed to let you know about our policies and procedures. If you have any questions or concerns regarding this information, please feel free to contact the director. This handbook will be reviewed periodically and you will be notified of any changes.

Program

BSLELC offers childcare and provides valuable learning experiences for children 2 weeks old through 5 years old. We are open 12 months a year, excluding major holidays.

We are licensed by the Shawnee County Health Department and the Kansas Department of Health and Environment.

Our Mission

Beautiful Savior Lutheran Early Learning Center exists to partner with parents in teaching their children by providing a safe, loving environment that offers a high quality, Christ-centered early education.

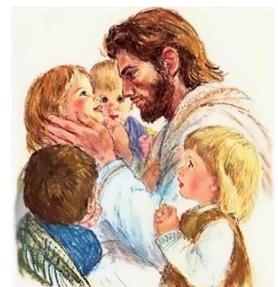
Our Vision

BSLELC will equip children with the necessary tools to excel at the next level of education.

Goals

Beautiful Savior Lutheran ELC will

- a) serve the gospel of Jesus Christ at every opportunity.
- b) serve the whole child in the domains of communication/language, cognition, social and emotional development, physical development and health, creative expression, and spiritual life.
- c) serve the whole family.



Objectives

For the CHILDREN

Spiritual

- To know the Bible is God's Word to us and therefore all true
- To know God is the Creator of the world
- To learn their need for a Savior from sin
- To learn Jesus is the world's only Savior from sin
- To learn of God's love through Bible lessons, songs, and Bible verses
- To grow in their faith (which Jesus calls adults to model in Luke 18:16-17)

Physical

- To appreciate likenesses and differences in all God's children
- To develop small and large motor control and coordination
- To observe simple health and safety procedures
- To develop good nutrition and hygiene habits

Social and Emotional

- To grow in Christian love and respect for others motivated by God's love for us
- To grow in their ability to interact with peers, adults, and their environment
- To learn to share, compromise, and cooperate
- To learn appropriate ways to express feelings and respond to the feelings of others
- To see the importance of following rules and directions
- To develop responsibility for self and possessions
- To develop decision making and problem solving skills

Communication, Language, Cognition & Creative Expression

- To learn their abilities are gifts from God
- To increase their attention skills
- To develop organizational skills
- To develop language skills
- To develop math and reading readiness skills
- To be creative in art, music, and thinking
- To be able to follow directions
- To comprehend simple stories and concepts

For the PARENTS

- To understand God gives you the primary responsibility for nurturing your children
- To understand the spiritual, physical, cognitive, social and emotional needs of your children
- To understand the importance of communication between home and school
- To become involved in your child's learning through classroom visits and conferences
- To encourage you to read your Bible and have daily family devotions
- To encourage you to visit our school whenever you desire
- To encourage you to visit our church
- To encourage you to attend our church's Bible Information Class

Our Conviction

BSLELC operates as a ministry of Beautiful Savior Evangelical Lutheran Church. Our conviction is that the entire Bible is God's inspired Word and we teach according to it. We belong to the Wisconsin Evangelical Lutheran Synod (WELS). For more details, please speak with the director or the pastor of Beautiful Savior at 785.272.2003. You may also find information on our website @ beautifulsaviorkansas.com or @ wels.net.

Program Organization

The director of BSLELC is a servant of the church who proclaims the truths of the Bible to children and families. She is responsible for the planning and implementation of the program and is the supervising authority over all staff members. The director and staff are advised by Beautiful Savior's Early Childhood Education (ECE) Committee and supervised by the voting members of Beautiful Savior Lutheran Church.

EDUCATIONAL PROGRAM

Bible Time

Beautiful Savior wants each child to have an understanding of the love Jesus has for them. The children will have daily opportunities to grow in their faith by hearing God's Word. Bible time may include Bible stories, Bible songs, activities, and Bible verses. Children will have chapel weekly with the pastor.

Bible Time is based on the Christ Light curriculum, which is published by the Wisconsin Evangelical Lutheran Synod (WELS). The monthly center newsletter will contain information regarding the lessons, Bible verses, and songs.

Curriculum

Our curriculum is built around meeting the needs of each individual child while supporting and guiding the development of the "whole child." Our "whole child" philosophy focuses on child development in the domains of communication and language, cognition, social and emotional development, physical development and health, creative expression, and spiritual life.

In our HighScope setting, teachers maintain the overall routine as consistently as possible while flexing it to accommodate individual children's natural rhythms and temperaments. Following a consistent routine day after day gives children the sense of security they need to make choices and take risks which opens the door to exciting learning opportunities.

Teachers will plan and implement developmentally appropriate activities into a daily schedule that alternates activities between quiet and active, large and fine motor, imaginative and concrete, social and personal. Daily activities will be chosen from research based knowledge about what is best for children and also collaboration among staff members. Teachers are encouraged to share ideas, resources, and knowledge about what is best for each individual child. The lead teachers in each room complete weekly lesson plans that are posted in each classroom and emailed to parents.

We consider infant and toddler development and learning very important and will be providing our infants and toddlers with respectful, responsive, and personal care. Each teacher will nurture and support the children's development while providing the security and predictability infants and toddlers need to grow and learn. The infant and toddler curriculum will provide a balance between child-initiated and adult-initiated activities, which will allow the infants and toddlers the freedom to make learning choices and explore their world. Teachers will develop each individual child's curriculum based on teacher observations, knowledge of each child, and knowledge of the child's age group and developmental stage.

We use the HighScope Curriculum to help each child learn through hands-on experiences, exploring, and discovering. HighScope is supported by research and is based upon active learning. Teachers plan in all areas of development with the Key Developmental Indicators (KDIs). These KDIs are listed in categories, helping each child grow academically, intellectually, socially, and physically. The HighScope Curriculum is categorized into subject areas, making it developmentally appropriate for infants, toddlers and preschoolers. HighScope also focuses on the child's social needs, helping children interact with one another and solve problems through communication.

Each classroom environment is organized into different interest areas that may include: Art, Dramatic Play, Blocks, Sensory, Music, Science, Math, Writing, Reading, and a Circle Time area. Classrooms are organized in this way so the children feel a sense of structure and know exactly where everything is located. With the room organized this way, the areas become a part of the whole curriculum and the children can explore many concepts as they play.

Throughout the day we teach positive social interactions to help children learn to share, communicate, cooperate, and care about themselves and others. Through daily interactions with staff and other children, our students will learn their thoughts and opinions are valued. They will learn to make positive choices and develop self-sufficiency. Please visit the HighScope website for more information

<http://highscope.org/>.

Outside Time

Our playgrounds serve as outside classrooms and are designed to provide children the opportunity to develop their large and small motor skills as well as their appreciation for God's creation. Learning opportunities will be provided on the playground on a daily basis when weather, air quality, and environmental safety conditions do not pose a risk. When weather conditions prevent outside time, gross-motor activities will be provided inside and supervised at the same level.

Please provide seasonal changes of clothes so that your child has appropriate clothing in hot and cold weather. There is shade on all the playgrounds. When in the sun, the children should wear sun-protective clothing, applied skin protection, or both. Applied skin protection must be either sunscreen or sun block with UVB and UVA protection of SPF 15 or higher that we will apply to exposed skin. Parents are asked to provide the sunscreen. Before sunscreen can be applied, we must have your written permission on the *Permission to Administer Creams* form.

When public health authorities recommend use of insect repellent due to high risk of insect-borne disease, it will be applied. Parents are asked to provide the

repellent and give permission for its use on the *Permission to Administer Creams* form. Insect repellent may only be applied to children over two months of age.

What to Wear

DRESS FOR PLAY!!! Keep in mind that while your child is at the center we will be doing creative, messy, muddy, and artsy activities. Please don't send your child to school in clothes that might limit their ability to learn and play. Dress your child in comfortable clothing and shoes that allow for easy and safe movement.

Your child will also need two complete sets of extra clothing (shirt, pants/shorts, underwear, socks) in case accidents occur or clothes become wet on the playground. Please update these as your child grows and the weather changes.

Discipline

It is a fact that children will misbehave. God made the first two human beings in this world perfect. But they believed the devil's lie that life is better without God and so introduced sin into the world. That's why children and adults exhibit sinful behavior. Just like in your home, there are consequences for sinful behavior at school. In great mercy God chose not to punish us but sent his Son Jesus to take the punishment for our sin in our place. He is our substitute. He is our Savior. These two teachings, the law that shows us our sin, and the gospel that shows us our Savior, are the framework in which the director disciplines children. She shows them where they sinned (law) and where they have free and unconditional forgiveness in Christ (gospel). Then she encourages corrected and God-pleasing behavior, not to earn God's favor but because we have it through Jesus. We are motivated to do better because of what he has done for us (Exodus 13:8).

We provide a positive environment that will encourage appropriate behaviors from all children. All staff will be knowledgeable of appropriate developmental stages, family backgrounds, special needs, interests, and medications being given (if any), to ensure each child is treated as an individual. What might be a good disciplinary technique for one child might not be the best for another. When discipline is needed, it will be administered immediately and consistently so that a climate of trust can be established and maintained at all times.

The staff will do all that is possible to prevent biting, pinching, and hitting. However, please understand that the staff may not be able to intervene in every incident. Teachers will fill out an *Accident Report* if your child has been injured. An *Injury Report* will be completed if your child has injured another child. You will need to sign and date these forms. A copy will be sent home with you and a copy will be placed in your child's file.

Staff, parents, and volunteers will not, under any circumstances, use punishment that is humiliating, frightening, or physically harmful to the child while at BSLELC. This includes spanking, yanking, threatening, derogatory remarks, tying a child to restrict movement, withholding or forcing foods, or enclosing in a confined space.

The following are some ways in which staff members will help children gain better self-control and teach them to love others as themselves:

- Prevention
 - a well-planned schedule with little wait time
 - changing activities when children become restless
- Redirection
 - focus the child's attention on something besides the inappropriate behavior
- Be positive
 - make positive requests using, "Please, walk" or "Let's use walking feet" instead of "Don't run" or "Stop running"
 - use specific praise, "You worked really hard building that tall tower" or "You put all the books in the bin" instead of, "Good job" or "Good girl"
 - encourage and model polite manners with the children
- Be consistent
 - say what you mean and mean what you say. If you cannot follow through, don't say it
 - teachers work together as a team to enforce room rules
 - teachers and parents work together to create a discipline plan for the child if needed
- Dignity
 - misbehaviors will be handled privately
 - a child's misbehavior will not be announced to the class
 - teachers will treat each child as a unique gift from God
- Provide choices
 - Every choice given must be acceptable to the teacher
 - Give many choices before unacceptable behaviors occur
 - Give acceptable choices when a misbehavior occurs

Persistent Challenging Behaviors

Occasionally a child might exhibit recurring challenging, negative, socially unacceptable, disruptive, and/or violent behaviors. The staff will use the discipline policy to teach the children the acceptable behaviors. However, if the negative behavior persists, staff will track the behavior on an *Incident Log* to discover the patterns and possible reasons for the behavior. Staff may request that the director observe the child

in an effort to develop a plan of action and make recommendations to improve the challenging behavior. If the director's recommendations do not improve the challenging behavior, the director will make arrangements for a conference with the parents and lead teacher to discuss a plan of action for home and for the classroom. The director may also request outside consultation with written parental approval.

Naptime for Infants

Infants (0 to 12 months) are on their own schedule for sleeping. Each infant will be put to sleep in his/her own crib when they indicate they are tired. With consistent adult interactions our infants begin to develop their own patterns for sleeping which are observed and respected by all caregivers.

We abide by the *Safe Sleep Policy*, which protects our infants against SIDS. All staff members working in the infant room receive training on this policy and parents of infants are informed about this policy upon enrollment. Please see the *Safe Sleep Policy* for more information.

Naptime for Toddlers and Preschoolers

Each child remaining more than 4 hours will have naptime every afternoon. If a child is unable to sleep, they may play quietly on their cot so as not to disturb the other children. Each child will be given his/her own cot, sheet, and blanket to use while at the center. Sheets and blankets will be laundered weekly. Sleeping buddies will be offered from the classroom. If children bring something from home, it will stay sleeping in the child's backpack or cubby before and after naptime. If the sleeping buddy needs to be washed, it will be sent home for you to launder.

Diapers and Potty Training (Infants and Toddlers)

Parents of children who use diapers or Pull-Ups and wipes are responsible for maintaining an adequate supply at BSLELC. The classroom teacher will let you know when more supplies are needed.

Generally, children less than 2 years old are not physically ready for potty training. While this may vary from child to child, we ask that you speak with your child's teacher to determine a good time to begin potty training. Starting too early may result in frustration for both the child and the adults. Starting too late may delay the child's success and put unneeded pressure on the child to be trained before they are 3 years old. The parents, staff members, and children will all work together in the process of potty training. Potty training is very difficult for children if the methods are different at school and at home. Therefore, we have a potty training agreement to help ease the

transition between home and school. Daily notes will also be taken in order to preserve consistency.

Children who are potty training will be reminded frequently to use the bathroom. Children who are able to use the bathroom without assistance may use it whenever needed. Children will not be forced to wait until it is convenient for the teacher. In order to preserve sanitation, hands will be washed properly after using the toilet. Staff members cannot clean soiled clothing or cloth diapers. Soiled items will be placed in a tied plastic bag in the child's cubby. Please check for items daily.

We will work together with you to ensure children are self sufficient in the bathroom when entering a preschool classroom.

Water Fun

Kansas summers can be quite suitable for outdoor water fun. Throughout the summer we will plan supervised activities outside in sprinklers or water tables. You will be notified in advance of these days. Please send a swimsuit, towel and shoes that can be worn in the water. Children may not go barefoot.

In an effort to avoid dangerous situations, we will not leave water standing in pools unattended.

Infant and Toddler Walks

When the weather permits, infants may go on walks around the center or on Robinson Rd, Lilly Circle, and/or 10th Terrace. A cell phone will accompany teachers on walks in order to maintain contact with the director and the center. Walks will not replace outside time on the playground. For safety reasons, we will not be transporting children off our property, other than walks with the infants.

Preschool Field Trips

Preschool children may take field trips for fun and learning. Your child's teacher will notify you ahead of time when a field trip has been planned. Occasionally, field trips will include the price for admittance. Please sign necessary forms so your child can attend. Parent volunteers are invited and encouraged to attend. In addition, the director will arrange visits to our center from members of our community (e.g. firefighters and police men and women). Parents are welcome to join us for these visits.

HEALTH AND SAFETY

General Staff Qualifications

It is very important for us to hire teachers that will partner with parents and who are committed to giving quality care and loving guidance to all children. Our staff was selected based upon their understanding of appropriate child care practices and their willingness to provide a safe, respectful, loving, yet stimulating and challenging environment for the children.

All caregivers are required to further their education in caring for young children including at least ten hours of in-service approved by the Kansas Department of Health and Environment (KDHE) each year. All staff members are trained in basic child development, recognizing signs and symptoms of illness, recognizing signs and symptoms of abuse and head trauma, safe sleep practices, first aid, and CPR within the first thirty days of employment. One staff member who has a certificate showing satisfactory completion of pediatric first-aid training, including managing a blocked airway and providing rescue breathing for infants and children, is always present with each group of children. When the program includes swimming and wading and/or when a child in the group has a special health condition that might require CPR, one staff person who has successfully completed training in CPR is present in the program at all times.

A background check is conducted of each staff member by the Kansas Bureau of Investigation (KBI). Staff members have a health assessment completed by a practicing physician stating they are free from any disability that would prevent them from caring for children. The health assessment (including a TB test) is required within 30 days of employment.

Child Abuse/Neglect

All childcare providers are required to report all incidents of suspected or actual abuse or neglect of children. We are obligated by law to report such instances to the proper authorities. We are also required to cooperate with authorities if they come to visit with a child. A teacher will be present with the child during such a visit.

Illnesses and Absences

BSLELC is committed to providing a safe and healthy environment for children and staff. If a child becomes ill while at the center, we will make sure they are comfortable and away from the rest of the children. We do not have the facilities to care for sick children so it is important that your child is picked up as soon as possible. When a child

becomes ill, every effort will be made to contact the parents. After 30 minutes of unsuccessful attempts we will notify the emergency contact(s) listed on the registration form. **The sick child may remain at the center for 1 hour after the parent has been notified** before a fee will be charged at a rate of \$1.00/minute.

BSLELC will abide by the following *Sick Child Policy* every parent signs when enrolling. Staff members and children may not attend when they have the following symptoms and may return when the following conditions are met:

- Temperature: 100 degrees (axillary) or higher
 - Child may return when fever free for 24 hours *without* the use of fever-reducing medication.
- Breathing difficulty/coughing: Uncontrolled coughing, labored or rapid breathing, wheezing, or difficulty breathing
 - Child may return when symptom free or
 - Child must have physician's written approval and director's approval to return.
- Diarrhea: 2 watery stools in a 4 hour period, watery stool mixed with blood, or watery stool that is large in volume
 - Child may return when they are diarrhea (watery stool) free for 24 hours.
 - If diarrhea could be explained by medication, child must have physician's written approval and director's approval to return.
- Abdominal issues: Vomiting, abdominal pain, or upset stomach for more than 2 hours, or more than usual infant "spitting up" — 2 times in 4 hours
 - Child may return when free of upset stomach and vomiting for 24 hours, able to take food, and in no danger of dehydration.
- Viral and bacterial conjunctivitis: Red, watery, or draining eye(s)
 - Child may return when all discharge from the eye(s) has stopped or
 - 24 hours after treatment has been initiated or
 - Child must have physician's written approval and director's approval to return.
- Rash or infected areas of the skin: crusty, yellow, gummy, or dry area(s) of the skin (could be a contagious disease, chicken pox, impetigo, ring worm) or a rash on the skin
 - Child may return when skin sores are healed or
 - 24 hours after treatment has started or
 - If physician has determined condition is noninfectious child may return with physician's written approval and director's approval to return.
- Infestations: Untreated scabies, lice, or other infestation (severe itching of the body or scalp and/or constantly scratching the head)
 - Child must be free of all signs of the infestation (nit free)

- Fainting or seizures: Fainting or seizures (other than preexisting conditions that have been diagnosed and we have been trained how to respond) or general signs of listlessness, weakness, drowsiness, flushed face, headache, or stiff neck
 - Child may return when symptom free or
 - Child must have physician's written approval and director's approval to return.
- Unusual behavior: Irritability, crankiness, listlessness, crying more than usual, obvious general discomfort, loss of appetite, requires unusual amounts of attention, or any unusual behavior
 - Child may return when symptom free.
- Infections: Mouth sores, thrush, yeast infections
 - Children with thrush will be excluded from care until 24 hours from beginning of treatment.
 - Physician must determine the condition is noninfectious. Child must have physician's written approval and director's approval to return.

If you are unsure whether or not your child may attend, please contact us before bringing him/her to the center. ***Please contact us by telephone if your child is ill and will be staying home.***

In the event your child has been exposed to a communicable disease, you will be notified with a note posted in your child's classroom and/or a note from the director.

A child may not be readmitted to the center until a release is obtained from the Shawnee County Health Department or a licensed physician for the following diseases:

- Whooping Cough
- Diphtheria
- Meningitis
- Typhoid Fever
- Tuberculosis
- Any unusual disease

Medication

If at all possible, administer your child's medicine before arriving at the center. Please note that a child must be fever free for 24 hours **without** medication before returning to school. Please do not bring your child to school if you have given medication for a fever.

If a child must take medication (prescription or over-the-counter, ointments, drops, cough syrup, inhalers, nebulizer breathing treatments, etc.) during the day, parents must fill out a medication form. Parents must update the form if there is any change in when or how the medication should be given. We may not administer any

medication if the instructions are contrary to the instructions on the container unless there is physician's written approval.

If children need special medical procedures we ask that a parent come and perform these procedures or that you provide a health professional to do so.

All medication must be labeled with the child's first and last name, the date the prescription was filled, the name of the licensed health care provider, the expiration date of the medication or the period of use of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it.

The medicines will be kept and administered by the child's lead teacher, or a designated staff member in the room, the assistant to the director, or the director.

Accurate records of the date, time, teacher giving medication, dosage of medication given, and any unusual behavior after medication was administered will be kept by the center.

For safety reasons, medications (including over the counter medications) must *not* be left in the child's cubby or backpack. Please give the medication to the teacher so it can be stored in a locked box and fill out a short-term or long-term medication form.

Emergencies

Each emergency will be dealt with individually and parents will be contacted as soon as possible.

- Tornado
 - The staff and children will move to their assigned locations.
 - They will sit on the floor against the wall.
 - They will cover their head with their arms (as appropriate).
 - They will return to the classroom when given notice it is safe to do so.
- Fire
 - The staff and children will exit the building according to the escape route and assemble in the approved meeting area.
 - If the first fire escape route is blocked then the staff and children will exit the building according to the secondary route.
 - They will return to the classroom when given notice that it is safe to do so.
- Flood
 - The staff will close doors to isolate water in a room or outside the building depending on where the water is coming from.
 - If not able to move to a safer location, everyone will wait on top of tables or high, sturdy pieces of furniture.
 - They will evacuate the building if it is safe to do so.

- Thunderstorms
 - Staff and children will avoid using electrical equipment and remain inside during thunderstorms.
 - If the power fails, depending on the circumstances, BSLELC will remain open until it is determined the power will not resume in a timely manner. Parents will be notified to pick up their children at this time.
- Snowstorms
 - Children will not be permitted to play outside without proper clothing.
 - BSLELC will close when USD 437 schools close.
 - If USD 437 has a two hour delay we will open at the normal time.
 - Only in extreme circumstances will we exercise the right to maintain normal operating hours if USD 437 is closed.
- Bomb Threat/Gun Crisis/Safety drills
 - 911 will be called immediately, the person in authority will be notified, and children will be taken to safety.
 - Teachers will have to make a judgment call as to where the safest place will be for the children. This will most likely be in a locked room where the children cannot be seen.
 - Staff shall be instructed to never attempt to outrun a person with a weapon.
 - Staff are to take necessary measures to protect the children as if they were their own.
 - Staff are instructed NOT to inform the children of the situation. This could cause the children to become afraid and difficult to control.
 - Staff are to keep themselves and the children in a safe place until they are notified to resume regular classroom activities or parents have picked up their children.
- Medical Emergency
 - All staff are First Aid and CPR certified within 30 days of employment.
 - In an emergency, the teacher will call emergency personnel and administer appropriate first aid.
 - The person responsible in the absence of a director will take the appropriate paperwork, accompany the child to the emergency room, and stay with the child until their parents arrive.
 - Children will be taken to either Stormont-Vail or St. Francis.
 - Parents are financially responsible for emergency services, including but not limited to ambulance and emergency room costs.

Substances

BSLELC is a smoke-free environment. At no time will parents, staff, or others smoke in the building, on the grounds (parking lots, entrance area, playground) or on field trips.

There will be no consumption of alcohol or use of illegal drugs at any time in the building or on the grounds.

Meals and Snacks

Our cook(s) prepares fresh, homemade meals daily.

We serve family style meals. Children wash their hands before and after eating meals and snacks. We serve the food in a serving dish and allow the children to serve themselves according to their abilities. The teachers sit with the children and engage them in conversation and practice using manners.

Breakfast is served from 7:30 – 8am. Lunch is provided from 12:00 – 12:45. Snacks are offered at 10:00am and 3:00pm. Children must be in their classroom before 8am to receive breakfast.

All meals and snacks are included in tuition. Meals are well balanced and are in accordance with the guidelines set up by the Child and Adult Care Food Program (CACFP). Second helpings of bread, fruits, vegetables, and milk will be available.

Food allergies will be considered in the planning of meals. Alternate foods may be served. If a child has an allergy, your child's doctor must fill out the *Meal Modification* form prior to enrollment or when the allergy is discovered.

Only children with allergies will be provided alternate foods. Parents may provide a food substitute for the allergy producing food. Parents may provide complete meals and snacks if their child has allergies to multiple foods. Substitutions may not be made for any other reason.

Cow's milk is not given to infants younger than 12 months. Children 12 to 24 months are served whole milk and ages 24 months and older are served 1% milk unless you provide us with a written recommendation from your health care professional.

Breakfast

- A fruit, vegetable, or full-strength fruit or vegetable juice
- Grain product - bread or cereal
- Milk

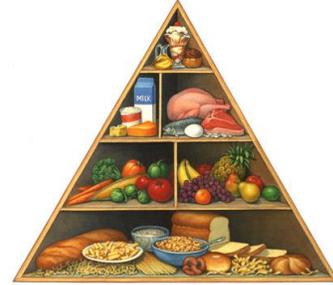
Lunch

- 1 Protein - meat, poultry, fish, eggs, dried beans, peanut butter, etc.
- 1 Grain product - bread, cereal, etc.
- 2 Fruits and/or Vegetables -canned peaches, peas, carrots, etc.
- 1 Dairy - milk

Snacks

Two of the following will be served:

- Dairy
- Fruit/Vegetable
- Protein
- Grain product



Parents of infants are required to provide bottles for their child. BSLELC will provide a specific formula, a specific iron fortified infant cereal, and puréed food from the kitchen. You may provide formula and commercial baby food for your child. Infant foods must come in a factory sealed container. The teachers in your infant's classroom work with you to ensure that your child's nutritional and developmental needs are met.

We cannot feed infants solid foods in bottles unless your child's health care provider supplies written instructions and a medical reason for this practice.

Parents are required to provide their child with the amounts of breast milk, formula, or baby food required by CACFP. If enough breast milk is not provided to meet CACFP guidelines we will supplement with formula or you may provide it. CACFP provides a form for parents to fill out when infants are ready to eat solid foods.

To keep your child safe we must discard any formula or breast milk that is served but not completely consumed or is not refrigerated after one hour.

We support breastfeeding for infants. Please bring breast milk in ready-to-feed sanitary containers and labeled with the date and your infant's name. We do not store milk for more than 24 hours so please bring breast milk on a daily basis. We provide a comfortable place in our church's cry room for you to breastfeed your baby. Your child's teacher will coordinate feedings as much as possible.

Teachers and parents will communicate about transitioning to a cup. It is most helpful to the children to have all one year olds weaned from the bottle when they are at BSLELC and/or to begin the weaning process.

Toothbrushing

Toothbrushes and toothpaste will be provided for each child. These items will be stored in a sanitary manner out of children's reach. The children will brush their teeth after lunch.

ADMISSIONS

Services Provided

Our classrooms provide full-time learning experiences and childcare for infants through 5 years old.

- Infants— 2 weeks to 12 months and walking
- 1-year-olds—12 months and walking to 24 months
- 2-year-olds—24 to 36 months
- Preschool – 3 to 5 years

Eligibility Requirements

We serve children of any race, color, religious background, national and ethnic origin with all the rights, privileges, programs, and activities made available at the center. We do not discriminate based on race, color, religion, national origin, ancestry, physical handicap, or gender in administration of educational policies, admission policies, and other center-administered programs.

Immunizations

Immunizations must be up to date before enrolling. If you have certification from a licensed physician stating that immunizations would endanger your child's life, or you are an adherent of a religious denomination whose teachings are opposed to immunizations, you and/or your physician must complete Section II on the KDHE *History of Immunizations* form. If a child at BSLELC becomes ill with a vaccine-preventable disease for which your child is not vaccinated, we will immediately separate your child and notify you so you can pick up your child. Your child will be excluded from care until the classroom(s) have been cleaned and sanitized and the incubation period for the disease has been completed.

Enrollment Priority

Enrollment will be on a first-come, first-served basis. However, a sibling of a child that is currently enrolled will have priority over a new family. Members of Beautiful Savior Lutheran Church may have priority over non-members.

Enrollment Process

It is important to maintain up-to-date records on each child to meet the requirements of the state and to partner with parents. We cannot begin care until the following forms are completed and up-to-date (unless otherwise indicated).

- *Application for Enrollment*: General information regarding the child and parents.
- *Parental Permission Form for Off-Premise Trips*: Parent authorization for trips taken out of the licensed area of the center.
- *Authorization for Emergency Medical Care and Insurance Information*: In case of an emergency, parent has given consent to allow staff to take the child to the hospital for medical care and given consent for all necessary emergency medical care. This form also includes information about any health insurance coverage required for treatment in an emergency.
- *Medical Record and Health Assessment*: Medical Information and Health Assessment completed and signed by a nurse approved by KDHE or a licensed physician. Immunizations must also be up to date upon enrollment and kept up-to-date for continued enrollment.
- *Tuition Agreement*: A promissory note that the proper amount of tuition will be paid in a timely manner.
- *Electronic Funds Transfer Authorization Form*: With this form you grant us the ability to automatically withdraw funds from a savings or checking account or to charge a debit card.
- *Parental Agreement*: A general permission allowing pictures to be taken of your child, and permission as to where the photographs may be posted.
- *Pick-up Authorization*: Each person's phone number and an identification number for individuals who are authorized to pick up your child.
- *Income Eligibility Form for Child Care Centers*: We are reimbursed for nutritious snacks and meals through the Child Nutrition Program of the U.S. Department of Agriculture (CACFP). This form allows us to be reimbursed for a portion of your child's meals and snacks.
- *Developmental History and/or Background Information*: This will help us provide high quality care and plan appropriate lessons for each individual child. It also assists in helping your child make a smooth transition to BSLELC.
- *Administer Creams/Mandated Reporter*: This form gives teachers permission to apply or use specific products on a child (example: sunscreen) and serves as a notification to you that we are mandated reporters.
- *Parent Handbook Agreement*: This form is an agreement that you will abide by the policies and procedures set forth in the *Parent Handbook*.

- *Sick Child Policy Form*: This informs parents about the policies regarding sick children. It also provides details regarding a child returning to the center after an illness.

The *Medical Record, Tuition Agreement, CACFP Form, Authorization for Emergency Medical Care and Insurance Information, and Application for Enrollment* must be updated annually.

Tuition and Fees

Tuition will be paid through ACH unless an agreement has been reached with the director. If an agreement has been reached but payment is late, tuition must be paid through ACH.

Failure to pay tuition on time or insufficient funds will result in a \$25 late fee. Failure to pay tuition will result in termination of your child's enrollment. You may re-enroll your child when tuition payments are up-to-date and there is an available spot in an appropriate classroom. Any delinquent accounts may be sent to a third party collection agency.

Your child's placement in the classroom is reserved. Tuition must be paid even if your child has been or will be absent.

A two-week written notice must be given before withdrawing a child. Charges will continue for two weeks after the written notice is given.

Registration and tuition rates will be reviewed and adjusted annually by the director(s), Voters of Beautiful Savior Lutheran Church, and our Early Childhood Education committee (ECE). Tuition and fees will be charged according to the signed tuition agreements.

Special Needs/Developmental Delays

We rejoice in the fact that God has made each of us special. Therefore, we will make reasonable accommodations to include children who have limited abilities in our classrooms. Children with limited abilities will be admitted for a 30-day trial period to determine if our center will be able to meet their needs. If after the 30 days, it is determined that we cannot adequately meet the needs of each child in the classroom, we will work with parents in finding an alternate program. To maintain quality care for all the children, parents and teachers will discuss and assess the care provided on a regular basis.

GENERAL POLICIES

Items from Home

The center provides a wide variety of items to play with so we ask that children not bring toys from home. An exception to this rule is if your child's classroom has a share day. Share day toys or objects may be kept in the cubbies or in the area the teacher has designated. Sleeping buddies may be kept in cubbies or on cots until naptime and returned immediately following naptime.

Time and Days of Operation/Emergency Closure

We will be closed Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (Thursday & Friday), and December 24—January 1. The center reserves the right to close periodically throughout the year as emergency circumstances may require. If such a closure were to take place, parents will be given as much advance notice as circumstances allow. Should the need arise to close due to an emergency situation parents will be contacted as soon as possible to pick up their children. In the case of a weather emergency, we will close when USD 437 schools close.

We offer full-time child care Monday-Friday from 6:30am - 6:00pm.

Class Size and Ratio

Each classroom will remain at or under the state requirement for class size and ratio in order to provide quality care for your child. The following chart indicates the children's ages allowed in each room according to state licensing, the state ratios that we must follow, and the ratios that we like to keep.

Classroom & Ages	State Ratio	State Capacity	BSLELC Ratio	BSLELC Capacity
Infant Room				
2 wks – 12 mo	1:3	9	1:3	6
2 wks – 6 yrs	1:4	8	1:3	6
1-Year-Old Room				
12 mo and walking - 2 ½ yrs	1:5	10	1:4	10
2 – 3 years	1:7	14	1:5	10
2-Year-Old Room				
2 – 3 years	1:7	14	1:5	14
2 ½ – 6 yrs	1:10	20	1:7	14
Preschool Rooms				
2 ½ – 6 yrs	1:10	20	1:7	16
3 – 6 yrs	1:12	24	1:8	16

Arrival and Departure

Parents must accompany children to and from the classroom to ensure children’s safety. Please do not allow children with you to run ahead when entering or leaving the center.

Arrival

In order to maintain the best care for each child, it is important that we know when each child will be at the center. We will keep records of the standard days and hours of each child’s attendance so that we may schedule our staff accordingly. Please let us know if there will be a change in your child’s regular schedule. If he/she is sick or will not attend on any given day, please notify the center by phone so that we can plan for staff accordingly and so we know your child is safe.

Upon arrival, it is important that parents log in on the kiosk. Upon entering the classroom, sign in on the *sign-in/sign-out sheet*. Children may never be left alone in the front office or reception area.

Departure

When picking up your child, please sign out on the *sign-in/sign-out sheet* and pick up any notes, and/or work in your child’s mailbox. As you leave log out at the kiosk.

The staff enjoys discussing events regarding your child. Please keep in mind that the teachers are supervising other children in your child’s classroom. Conversations might be cut short on occasion because of classroom activities. It is very important for

the teachers and parents to communicate about the day's events, behavioral issues, etc. Please feel free to schedule a meeting with your child's teacher if you need more time. In this way we can partner together to provide the best care for children. It is also important that negative behavioral issues are first discussed in a private manner between teacher(s) and parents. Your child's teacher may occasionally ask for a private meeting with you.

When you enroll you will list the people who have permission to pick up your child. Each person that is allowed to pick up the child must have a photo ID. Photo ID and written permission from the parent is needed before a child will be released to someone unknown, including those listed on the *pick-up authorization* form. We cannot accept verbal instructions or verbal verification. Special notes should be given to your child's teacher if there are changes to routine pick up for the day. Please understand that this is a safety precaution for all children.

Parents will be charged for late pick-ups. The fee is \$1.00 for every minute after 6:00 PM. Please keep in mind your key FOB will not allow you to enter the building after 6:00 p.m. If you know you will be late, please contact the center as soon as possible. Once you arrive, you will use the phone at the door to call a staff member to allow you access into the building. In the event of a late pick-up, the kiosk and/or the teacher in your child's classroom will record the late time and you will be billed accordingly. In the event of an emergency closure, students must be picked up within 30 minutes. Parents will be charged \$1 for every minute after emergency closure.

If a child has not been picked up fifteen minutes after closing or departure time, the staff will make an effort to get in touch with the parents. If no one has arrived thirty minutes after closing or departure time, the alternate pickup or emergency contacts on the enrollment form will be called.

Parents' Rights to Pick-Up

Both parents have equal rights to pick up their child unless a court document restricts that right. Parents must provide official court documentation (divorce decree stating sole custody, current restraining order, sole custody decree) that restricts the pick-up rights of the non-enrolling parent. If the enrolling parent did not include the other parent's name on the *Pick-Up Authorization* form the non-enrolling parent may pick up the child if they can provide documentation that they have paternity/maternity of the child, and they have state issued photo identification matching the document.

As child development professionals, we are committed to protecting the health and safety of the children in our care. We want to make sure children are transported safely to and from our center. When an adult transports children under the influence of

alcohol or drugs or fails to use an appropriate car seat, it creates an unsafe transportation situation for the children. If a parent, guardian, or authorized pick-up person arrives to pick up a child and is suspected to be impaired due to drug or alcohol use, the following measures will be taken:

- We will offer to call someone on the authorized pick-up list
- We will offer to call a taxi at the expense of the person picking the child up
- If an intoxicated person insists on removing a child(ren) from BSLELC, the police will be called immediately

If the parent or authorized pick-up person has failed to bring an appropriate car seat for the child, we will ask the adult to drive home without the child and return with an appropriate car seat installed in the vehicle.

Confidentiality

Confidentiality and protecting the good reputation of all people associated with BSLELC is very important. It is our belief that every person (whether staff, child, parent or others related to one of these) has a right to his/her own personal information. We will uphold this belief by encouraging everyone involved with BSLELC to keep personal information about others to themselves and those directly related to the situation. Information regarding activities at the center, progress of a child, incidents and accidents of the child, and also home life of the child, parent, staff, and others involved will remain in the classroom and director's office. Information regarding behavior of a certain child will only be shared with that child's parents. If an incident happens between two children, staff will only use the name of the parent's child. The other child will be referred to as "another child." Personal information will not be shared without prior consent from the individuals involved. Making reports as required by law shall not be considered a breach of the confidentiality policy.

All information contained in children's records, including personal information, is confidential. This includes, but is not limited to, enrollment information, tuition payment information, and incident and accident reports. The content of each file is immediately available to administrators and teaching staff, the child's parents or legal guardians and regulatory authorities, upon request. All others will not have access to the records without written authorization or court order.

Insurance

Children and staff are covered with appropriate accident and liability insurance while in the care of Beautiful Savior. All health or other types of insurance are the responsibility of the parents or guardians of the child.

TV and Computer Policy

In the first few years of life, children learn best by interacting with other people. Our policy is that there will be no televisions at the center.

The preschool rooms may be equipped with computer(s) for the children to use. Computer(s) will be used to increase academic knowledge via age appropriate activities. The computer(s) will not, in themselves, be methods of childcare or behavior management.

Pets

Pets may visit if a parent is present and provides written proof that all immunizations are up to date. Pets need to be kept outdoors for sanitary reasons and supervised to ensure the safety of the children and staff. Classroom teachers may choose to have a classroom pet whose habitat will be checked and/or cleaned daily. Pets and pet visits must be approved by the director.

Volunteer Program

BSLELC has an active volunteer program consisting of members of the community and our church. Volunteers help in the classrooms, in the office, or at home. Each volunteer has gone through an application process and passed a background check to ensure the children's safety.

Volunteers are very valuable in allowing your children to interact with and learn about members of our community and helping the program run smoothly.

If you know of anyone who would be interested in joining the volunteer program, please invite them to call the director.

FAMILY COMMUNICATION AND INVOLVEMENT

Church Service

It is surely a privilege to sing praises to our Lord. Occasionally the children will prepare special songs for our Sunday morning church service. Parents will be informed of the date and time of these special opportunities. Please know you are always invited and welcome to join us for worship. We have Bible study for all ages at 9:00 AM and our worship service begins at 10:30 AM.

Parent/Teacher/Director Conferences

Our mission is to partner with parents to support each child's growth and development. Parents, a director, and the child's lead teacher will meet twice a year to review each child's portfolio which includes observations, developmental summaries, and examples of the child's work. The conferences are a way to share with parents not only where the child is developmentally, but also to set goals with parents for their child's future growth and development. During the conference, parents, teachers, and director can discuss the joys and concerns they might have. One conference may be a home visit.

If a developmental delay is suspected, the director will refer parents to special services provided in the community. Additional conferences may be scheduled by the parents and lead teacher as needed.

Communication

A center newsletter will be sent home monthly for overall center/parent communication. In addition, each lead teacher will communicate regularly with parents through various means, which may include the timeline on SmartCare, newsletters, email messages, and/or text messages. Please check with your child's teacher about the classroom's methods of communication. Please keep in mind that teachers are not allowed to have cell phones while caring for children. For this reason, please phone the center if your child is going to be gone for the day due to sickness or for any other reason.

BSLELC strives to partner with you to love and guide your child. When something at home occurs that might affect your child's behavior or mood please let us know so that we can give better individual care to your child.

We invite you to address the director or your child's lead teacher at any time to help us give your child the best possible care and to ensure that your child is growing in all areas of development.

Grievance Procedure

At BSLELC we seek transparency and very open communication. In Matthew 18 our Lord tells us how to handle any sort of issue or grievance that may arise. There he calls us – out of love for and benefit to all parties involved – to go first to that person and work out any issue or problem. If that breaks down the next step would be to bring these concerns to the director who is here to serve God by serving you, your family, and those who work at the center.

Parent Involvement

Parents are children’s first and most important teachers. We make every effort to partner with you in your children’s education. The following are a few ways that we encourage parent involvement:

- Parent Orientation – All parents are invited and encouraged to attend a parent orientation with our director, prior to your child’s first day at BSLELC
- Classroom Participation — We strongly encourage both dads and moms to spend time in their child’s classroom. You may do this any time your child is in the classroom. If during the day doesn’t work you may come in early or stay late. We also plan to include parent talents in the curriculum and would be delighted if you could share what you know (guitar playing, juggling, coming in uniform, etc.)
- Classroom Posters – Every classroom puts together a poster of each child along with family members who are special to them. We would also like to include in the classroom any pictures, clothes, or music from other countries or states that are meaningful to your child. This will help the teachers and other children get to know your child’s family and/or background.
- Classes — The members of Beautiful Savior Lutheran Church would like to invite you to informational classes that give an overview of what our church teaches—please speak to the pastor or director for more information.
- Monthly center activities – We plan at least 1 activity each month for our families. These events may happen at the end of the day or in the evening. The fellowship is wonderful and we strongly encourage you to attend!
- Get-togethers — Each year we will arrange a few times for the families and staff to get to know each other.
- Consider scheduling a lunch or snack date with your child on us. Just let us know so we can plan for you.

Child Orientation

We understand that beginning new childcare can be very frightening, overwhelming, or confusing. Therefore, the staff will do everything possible to help ease the transition.

Parents are welcome to spend time with their child in the child's new classroom. This allows the child to see that the teacher is someone whom the parents trust and this may increase the child's comfort level. It also allows the parents to experience the child's day. The lead teacher, director, and parents will discuss a plan of action when parents are going to spend an extended amount of time visiting the classroom to ease the transition.

Separation anxiety is not only difficult for the child but can be for the parents also. Please call anytime and we will be glad to let you know how your child is doing.

Special Days

You are welcome to bring special treats for your child's birthday, or for a special occasion. We will provide children with the snack on the menu along with the treat you have brought. Please let your child's teacher know that you will be bringing a snack and check with the lead teacher about allergies in the classroom.

Our center will also have special celebrations for holidays such as Mother's Day, Father's Day, Christmas, and Easter. These may include performances by the children. These special days will be noted in the center newsletter, message boards and on our Facebook page. We encourage you to attend!

Posted Information

The following are posted in each classroom and/or on the parent news board:

- Emergency Exit Plans
- Emergency Procedures
- Diapering Policy
- Sanitary Procedures
- Room Rules
- Menu
- Daily Schedule
- Weekly Lesson Plan
- Newsletters
- Upcoming Events

Beautiful Savior Lutheran Church

We invite you to worship with us each Sunday morning at 10:30 AM. We also have Bible Study and Sunday School at 9:00 AM. Bible studies are also conducted throughout the week at various times on selected topics.



Contact Information

Please feel free to call Beautiful Savior Lutheran Church (785).272.2003 and Beautiful Savior Lutheran Early Learning Center with any questions regarding the center or church. We will be happy to assist you.

Pastor Chris Esmay (cell) (785)409.0634
Director Kerri Esmay (cell) (785)409.3502
Beautiful Savior Lutheran Church Chairman Pat Walker
Early Childhood Education Committee
 Pastor Chris Esmay
 Debbie Berens
 Theresa Heidenreich

Note: *The director, teachers and staff are always available. If something is left unresolved, please feel free to contact our congregation's chairman in writing in care of the church.*